

Request for Proposals

The Developmental Disabilities Council invites proposals from individuals, agencies and educational institutions under the Developmental Disabilities Council's Grant Funds in accordance with the DD Assistance and Bill of Rights Act Amendments of 2000.

RFP Number: 1601

Issue Date: March 17, 2016

Project: The Developmental Disabilities Council will provide funding up to **\$49,000** for a contractor to develop and implement an Environmental Scan. The focus of the Environmental Scan will be to identify and survey Delawareans who meet the federal definition of a developmental disability (occurring before age 22 and impacting two or more major life areas) who are now age 50 and over (target number-100 individuals meeting this criteria). Preference will be given to proposals that show involvement of persons with disabilities and culturally diverse populations in the consultation and implementation phase of this project.

Project Term: One Year

Proposal Due Date: August 17, 2016 no later than 4:30 PM.

Bidder Inquiries: Bidders who have questions about the RFP or the application process should contact Kristin Cosden at 302-739-3623 or Kristin.cosden@state.de.us

Contractor's Scope of Services for the Project:

This RFP seeks a contractor to accomplish the following:

1. Working with the DDC Adult Issues Committee, DDC Social Services Administrator and DDC Public Policy Manager, contractor will develop and implement an Environmental Scan to survey Delawareans who meet the federal definition of developmental disability who are now age 50 and over.
2. Contractor will seek additional partnerships and will utilize established data resources (beyond those stated in item 1) during implementation of this project.
3. Contractor will utilize resources and data to identify and survey individuals who are receiving services through an agency as well as those who are not receiving any services.
4. Contractor will work with the Adult Issues Committee, DDC Social Services Administrator, DDC Public Policy Manager, individuals with developmental disabilities and their families/caregivers to establish the survey questions and ensure they are written using accessible language.
5. The survey will seek to identify individuals and also discover where they live (e.g. independently, in a group home or institution); income and source of income; services they receive (if applicable); what type of transportation they use; what type of recreational activities do they enjoy.
6. Target number of individuals over the age of 50 who meet the federal definition of a developmental disability to survey is 100.
7. Contractor will draft a final report containing the data collected over the one-year project.
8. Contractor will adhere to the DDC contract reporting guidelines.

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Contractor's Administrative Requirements:

1. Submit a proposal with a detailed budget clearly specifying how you will accomplish the Contractor's Scope of Services. **Proposals must follow the format found in the Proposal Booklet under *Instructions for Application Content*** which can be found on the DD Council web site www.ddc.delaware.gov.
2. Provide consumer and stakeholder satisfaction data as specified in the contract.
3. Submit program and fiscal reports using the DD Suite System as required by the contract.
4. Provide a 40% match either in money or in-kind.

PROPOSAL EVALUATION CRITERIA	PERCENT ALLOCATION	MAX POINTS
1. The proposal meets at least one objective in the State Plan.	20%	40
2. The proposal Scope of Service is clear and provides a clear plan to successfully complete the project.	10%	20
3. The proposal funding request is realistic and sufficient to successfully complete the project.	20%	40
4. The proposals time frame is sufficient to successfully complete the project.	20%	40
5. The proposals main personnel are qualified and appear capable of successfully completing the project.	10%	20
6. The proposals logistics (supplies, facilities, etc.) are realistic and sufficient to successfully complete the project.	10%	20
7. The proposal was professionally prepared and received on time.	10%	20
	- TOTAL -	- TOTAL -
	100%	200

How to Apply:

Go to the DD Council web-site at www.ddc.delaware.gov and click on Proposal Guidelines which will take you to the Preparation of Proposal Booklet or request a copy of the Proposal Booklet from the DD Council Office. When you contact us, please refer to the RFP number listed above.

Proposals can be submitted via the following:

E-mail: kristin.cosden@state.de.us

Fax: (302) 739-2015

Mail: Developmental Disabilities Council
Margaret O'Neill Bldg. 2nd Floor
410 Federal Street, Suite 2
Dover, DE 19901

When mailing proposals, please provide ten (10) copies. If you have any questions or require further information, please call Kristin Cosden at the DD Council office at (302) 739-3333.